

CONTRACT NOS. 4400003401, 440003402, 4400003403, 4400003404, 4400003406, 4400003407, 4400003408, 4400003409, 4400003410, 4400003421, 4400003422, 4400003423, 4400003424, 4400003425, 4400003426, 4400003427, 4400003428, 4400003429, 4400003430, 4400003431, 4400003432, 4400003433, 4400003434, 4400003435, 4400003436, 4400003437, 4400003438, 4400003439, 4400003440, 4400003441, 4400003442, 4400003443, 4400003444, 4400003445, 4400003446, and 4400003447.

RETAINER CONTRACTS FOR RIGHT OF WAY APPRAISAL SERVICES AND RIGHT OF WAY APPRAISAL REVIEW SERVICES FOR PROJECTS STATEWIDE

QUESTIONS AND ANSWERS

Q1. From the RFQ for retainer contracts for appraisal services and review appraisal services, it is stated that the form to be used is the Form 23-116 which has been revised as of June 13, 2012. However, the Form 23-116 posted with the advertisement has a date of May 24, 2012. Could you please send or post the June 13, 2012 Form 23-116.

A1. The June 13, 2012 revised version of Form 23-116 has been posted.

Q2. Do we need to submit separate Form 23-116 for appraisal services and for review appraisal services or only a single Form 23-116?

A2. A single form.

Q3. The Advertisement states "The Consultants may submit only one set of SF 23-116 forms, but will be considered for all projects they list in Section 2b of their SF 23-116. The advertisement has **4400003401** listed as the Project Number on website but when you open the advertisement it lists 36 contract numbers and no specific project number – do we list the 36 contract numbers under Section 2b of SF 23-116 or some other number?

A3. In block 2b you may enter the word "see attached"; then, prepare an attachment listing of all the contract numbers beginning with the digits "44" as you will find them on the first page of the advertisement. For example, the first contract number shown is 4400003401. Your attachment must show this number and all those that follow.

Q4. In the past a Registered Land Surveyor was a requirement for these contracts in case staking the right-of-way for negotiations was needed. It has not been listed for this one or the last couple of advertisements. Why has that been eliminated?

A4. Those services will be purchased through separate contracts.

Q5a. Cell 2a: Is this September 12, 2012? That is the date on the explanation form.

A5a. The date should be the date of the first advertisement or, if any addenda has been posted, the date of the most recent addendum.

Q5b. Cell 2b: Do I list all of the contract numbers in the memo?

A5b. The meaning of the word "memo" in the question is unclear.

Q5c. Cells for item 6a: Is this the information for our 2 appraisers?

A5c. Yes.

Q5d. For 7a, b & c: Does this apply? Would it be contract specific?

A5d. Yes, it does apply. While the Department recognizes that staffing may change over the term of a retainer contract, the form calls for the proposer to provide staffing information applicable for the time of the beginning of the term of the retainer contract.

Q5e. According to the "Submittal Requirements" we are to submit "stamped original". Can you please explain this? Is the document supposed to be notarized? I'm unsure of the "stamp" being referred to here.

A5e. The proposer must identify one copy of the number of proposals submitted as an Original. A pasted label will suffice for this purpose. The original must also include as original signature of the official signing in box 5 of the 23-116 form. It is not necessary for the signature to be notarized.

Q6. I have referenced my firm through-out the form as "____, MAI, SRA, Real Estate Appraiser" (____ being my nickname), but my current Master Contract reflects the "Consultant" as "formal name" – this being my given name and being consistent with IRS records. Checks written for payment of my appraisal services are made out to "formal name". I did not see a place on the form to specify or clarify this issue but if further clarification about this is needed on the form, would you please advise?

A6. For the proposers who are sole proprietors, the proposer should be identified by the name that is recognized by the Internal Revenue Service.

Q7. In blocks 1, 2a & 2b, do we put N/A since the projects will vary over the five (5) year period?

A7. In block 1 you may enter "Retainer Contract for Appraisal and Appraisal Review Services". In block 2a you may enter the date of the first advertisement or, if any addenda have been posted, the date of the most recent addendum. In block 2b you may enter the words "see attached"; then, contract numbers beginning with the digit "44" as you will find them on the first page of the advertisement. For example, the first contract number shown is 4400003401. Your attachment must show this number and all those that follow.

Q8. I'm not sure what is being asked for Blocks 6a and 6b. Can you please expand on these two pages?

A8. For block 6a in the column entitled "Consultant Name and Address" enter the name and business address of each appraiser who would be working under your contract. In the column entitled "Work Element", enter "Appraisal and Appraisal Review". In the column entitled "Fixed Percentage" you must enter the pro-rata percentage of the total contract work that the persons named in the left hand column will perform. If there is only one person named in the left hand column the fixed percentage entry will be 100%. If two or more names are listed in the left hand column, the proposer must identify the pro-rata percentage of the contract to be performed by each of the persons named in the left hand column. Please note that the total of percentages must equal precisely 100%.

In block 6b complete the required page in the same manner as you completed section 6a if you are proposing the use of sub-consultants.

Q9. I see one of the evaluation criteria is "Consultant's past performance on DOTD Real Estate Projects" but there is not a place to list past projects like there was in the previous versions of the 23-116 form; will LADOTD gather this info from their internal files?

A9. Yes.

Q10. Is the revised SF 23-116 form dated June 13, 2012, the correct one to fill out and submit?

A10. Yes.

Q11. Do we need to submit on line or can I write it out and get it to DOTD?

A11. Proposals may not be submitted on-line. Please refer to the section of the advertisement entitled "Submittal Requirements" for further information.

Q12. Are there any other addenda or instructions to submit for the retainer contract?

A12. No.

Q13. In reference to page 2 of Standard Form DOTD 23-116 (revised 06-13-12), what should be entered as Item 1. Project Title, Item 2a. Announcement Date and Item 2b. Project Number? I'm assuming this submission is not applicable to a specific project and these fields would therefore be completed as N/A.

A13. Please refer to Question No. 7 above and the answer thereto.

Q14. In submitting my 23-116, must I provide both Appraisal Services and Appraisal Review Services for the same project? As I am a single certified general appraiser, I can perform either function on a given project, but not both, without bringing on a sub-consultant.

A14. No.

Q15. Project Title: If you want to be considered for all the retainer contracts, what do you put here?

A15. You may enter “Retainer Contract for Appraisal and Appraisal Review Services”.

Q16. Announcement Date: If you want to be considered for all the retainer contracts, what do you put here?

A16. You may enter the date of the first advertisement or, if any addenda have been posted, the date of the most recent addendum.

Q17. Project Number: Same question.

A17. You may enter in block 2b the word “see attached”; then, prepare an attachment listing all of the contract numbers beginning with the digit “44” as you will find them on the first page of the advertisement. For example, the first contract number shown is 4400003401. Your attachment must show this number and all those that follow.

Q18. 7b. Minimum Personnel Requirements – What are the requirements for all the retainer contracts and what needs to be listed in this table?

A18. Please refer to the section of the advertisement entitled “Minimum Personnel Requirements” for further instructions.

Q19. What is the website and where do I go to get the proper form?

A.19. The website is **www.dotd.la.gov**

Once on the website, select “Doing Business with DOTD” from the left hand column. This will open up a drop down menu. Select “Consultant Contract Services” from the drop down menu. Then select “Advertisements” from the left hand column and then select the specific advertisement for which you have an interest. The required forms are contained within the advertisement.

Q20. For #7b of the 23-116 form, requirement blank – Is this Right of way appraiser and/or Right of way review appraiser (listed separately)?

A20. Yes

Q21. For the minimum requirement stated for review appraiser, does the 4 years mean 4 years as a certified general, or would this include time as a trainee (4 years experience total, not just as certified general)?

A21. This time may include time as a trainee.

Q22. Would a licensed trainee meet the requirement for right of way appraiser?

A22. No.

Q23. For #7c, 8 & 9 of the 23-116 form, it says to provide a short resume for key personnel, max 2 pages. Are the blanks listed the only items for the short resume or are we to attach something?

A23. You may attach an additional page if you need to provide information that exceeds the capacity of 7c-9 (Note: Be sure that by submitting an additional page or pages you are not violating any of the instructions provided in the original advertisement.)

Q24. Are we supposed to copy this page and fill out the blanks for each person?

A24. Yes.

Q25. Are items 8 & 9 to be listed separately for each person along with 7c?

A25. Yes.